

	<h1 style="margin: 0;">Housing Analyst I</h1> <h1 style="margin: 0;">Housing Analyst II</h1>
General Information	
Classification Code:	MGTANL
Effective Date:	December 9, 2021
Pay Grade:	C41 – C42
FLSA Status:	Exempt

Position Summary

The Housing Analyst works with partners in local and state government, private developers, and non-profit organizations to develop affordable housing in Springfield. This position coordinates projects and programs across multiple internal and external stakeholder groups, synthesizes complex or analytic information into high-quality and clear deliverables, and serves as a resource of information on complex housing and community development solutions. Performs other duties of a similar nature or level.

Classification Characteristics

The Housing Analyst positions fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include supervision of lower-level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Housing Analyst I - Employees at this level generally have minimal professional experience and perform more day-to-day routine and recurring housing program activities for which there are defined processes, procedures, instructions, models, and precedents. Operates at the tactical and transactional levels. As experience is acquired, employees are expected to perform with increasing independence. This level requires a general knowledge of basic analytical processes and program knowledge and the ability to interpret a variety of data.

Housing Analyst II – An Analyst II is the fully journey level in the Management Analyst series. The Housing Analyst II differs from the Housing Analyst I by the level of complexity, sensitivity, independence, and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse housing program activities, including developing and/or refining policies, procedures, and related items. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; they lead an area of operational function; lead or manage small to mid-sized projects; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Essential Duties
<i>The duties listed below are a typical sample; position assignments may vary.</i>

Essential Duties	
1	Assist the Community Development Analyst with administration of state and federal funding (including Community Development Block Grants) to support existing and nascent housing programs/projects. This work includes establishing program/project objectives, developing RFPs, explaining government regulations and contract provisions, evaluating proposals and project feasibility/eligibility, negotiating contract scopes of work, monitoring the work of external partners, managing grant contracts, and meeting reporting requirements.
2	Identify potential properties for acquisition and conduct initial screening on acquisition opportunities. Structure and negotiate real estate transactions for affordable housing that include public subsidies, property tax exemptions, and other innovative financing models to leverage housing funds.
3	Analyze data from city records, US Census Bureau and other public information sources and market conditions to identify trends and housing needs. Evaluate measures already in place to promote development of needed housing and identify existing and expected barriers to the development of needed housing. Write regular public-facing and internal-facing reports to track progress on meeting the community's housing needs and implementing housing programs. Update the city's affordable housing strategy, researching and incorporating new policy objectives as needed.
4	Provide technical assistance to affordable housing developers throughout project development to include site acquisitions, initial financial feasibility analysis, environmental review process, overseeing design development, securing all necessary financing, construction, and lease-up, and on-going operations.
5	Establish and maintain effective working relationships and collaborate with community stakeholders and inter-departmental work groups. Coordinate with City departments and state agencies during predevelopment and construction to obtain relevant input.
6	Design work plans to carry out project and program objectives, including necessary activities, schedule, and budget. Manage program funds and project budgets. Apply best practices (including those identified from other jurisdictions) and ensure compliance with applicable requirements. Collaborate and engage with community partners and contractors to ensure objectives are accomplished.
7	Acts as representative of the City and makes presentations related to assigned projects in a variety of settings.
8	Assure department and sub-recipient compliance with federal, state, and local regulations regarding procurement, contracting, funds expenditure, labor, equal housing opportunity guidelines, fair housing, and HUD Section 3 and Minority Business Enterprise (MBE) activities.
9	Evaluate grant opportunities and prepare grant applications.
10	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualification: <ul style="list-style-type: none"> <u>Housing Analyst I</u> - Bachelor's Degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience. <u>Housing Analyst II</u> - Bachelor's Degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience.

Qualifications
Experience in project management, grant administration and monitoring, affordable housing development, state, and federal government funding mechanisms (especially CDBG), housing finance, real estate development, proficiency in Spanish is preferred.
Licensing/Certifications: <ul style="list-style-type: none"> N/A
Technology Skills: <ul style="list-style-type: none"> Calendar and scheduling software – Microsoft Outlook Communication and coordination software – Microsoft Teams Document management software — Microsoft Sharepoint; Microsoft One Drive Electronic mail software — Microsoft Outlook Human resources software — PeopleSoft Information retrieval or search software — Laserfiche Internet browser software — Microsoft Internet Explorer; Mozilla Firefox; Google Chrome Office suite software — Microsoft Office (Word, Excel, PowerPoint) Project management software — Microsoft Project or Microsoft SharePoint Time accounting software — Peoplesoft payroll software Video conferencing software — Teams; Zoom
Knowledge Required: <ul style="list-style-type: none"> Administration and Management — Knowledge of management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources. Clerical — Knowledge and abilities in administrative and clerical procedures and systems such as word processing, meeting minutes, file management and record keeping, and other office procedures and terminology. Communications and Community Engagement – Knowledge of strategies and techniques to communicate with and engage the public in the land use planning process; meeting planning and facilitation; public speaking Community Development Block Grant (CDBG) and HOME Programs – Knowledge of these federal regulations as they relate to affordable housing. Customer and Personal Service — Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Fair Housing – Knowledge of fair housing laws and landlord-tenant rights and responsibilities. Law and Government — Knowledge of laws, legal codes, precedents, government regulations, executive orders, agency rules, the legislative process, the democratic political process, and local government structures. Real Estate Finance and Investment – Knowledge of key aspects of land use and entitlements, public/private partnerships, property due diligence and acquisition, financing methods, site planning and design, the phases of the development process. Research and Analysis – Knowledge of data gathering techniques, trend identification, quantitative and qualitative analysis, policy analysis, preparation of findings of fact, and report writing.
Skills: <ul style="list-style-type: none"> Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Coordination — Adjusting actions in relation to others' actions.

Qualifications	
<ul style="list-style-type: none"> • Cross Cultural Communication – Ability to communicate with people from different cultures. • Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. • Meeting Facilitation — Planning, guiding, and managing group participation to ensure objectives are met. • Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. • Negotiation — Bringing others together and trying to reconcile differences. • Project Management – Managing the work to achieve project outcomes on time with allocated resources • Reading Comprehension — Understanding written sentences and paragraphs in work related documents. • Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. • Speaking — Talking to others to convey information effectively. • Time Management — Managing one's own time and the time of others. • Writing — Communicating effectively in writing as appropriate for the needs of the audience. 	
Abilities: <ul style="list-style-type: none"> • Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways. • Collaboration – The ability to secure the confidence and cooperation of other agencies, officials, and staff. • Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense. • Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity). • Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). • Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). • Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem. • Near Vision — The ability to see details at close range (within a few feet of the observer). • Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly. • Oral and Written Comprehension — The ability to read and listen to and understand information and ideas presented in writing and through spoken words and sentences. • Oral and Written Expression — The ability to communicate information and ideas in speaking and writing so others will understand. • Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. • Selective Attention — The ability to concentrate on a task over a period of time without being distracted. • Speech Clarity — The ability to speak clearly so others can understand you. • Speech Recognition — The ability to identify and understand the speech of another person. • Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged. 	

Physical Requirements					
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)

Physical Requirements											
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing		X				0-10 lbs.		X			
Sitting					X	11-20 lbs.	X				
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping	X					Indoors		X			
Twisting	X					Outdoors		X			
Crawling	X					Dust		X			
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward	X					Noise – Low		X			
Reach – Backward	X					Noise – Moderate		X			
Climbing – stairs		X				Noise – High		X			
Climbing - ladder	X					Low Light		X			
USE OF HANDS						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip			X			Restricted workspace	X				
Fine manipulation/feeling						Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.		X				Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls		X			
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking			X		
76-100 lbs.	X					Hearing				X	
						Extended work hours		X			

Classification History

Created and adopted 2021.12

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____